



Centralized Accounting and Payroll/Personnel System

# Chartfield Combination Edits

Sept. 29, 2022

# Invalid Chartfield Combination Error Message

A common error for AY/FND/PCA invalid chartfield combinations gives users a warning message informing them that invalid chartfields exist on specific values found, even though the **Business Unit Chartfield Edit Option** is set to **Recycle**. This causes the current distribution to be saved with a **Recycle** status. The message also states that the **Review Combination Data** page can be found under the **Set Up Financials/Supply Chain** section.

Warning -- Invalid ChartFields Combination on Line Number: 1 Schedule Number: 1 Distribution Line Number: 1 for Chartfields: BUDGET\_REF/  
CLASS\_FLD/ FUND\_CODE in Group: AY/FND/PCA. (10208,69)

Invalid Chartfields Combination are found although Business Unit Chartfield Edit Option is set to Recycle therefore current distribution is saved with Recycle status.

For a list of valid ChartField combination data, please refer Combination Data under Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data

OK

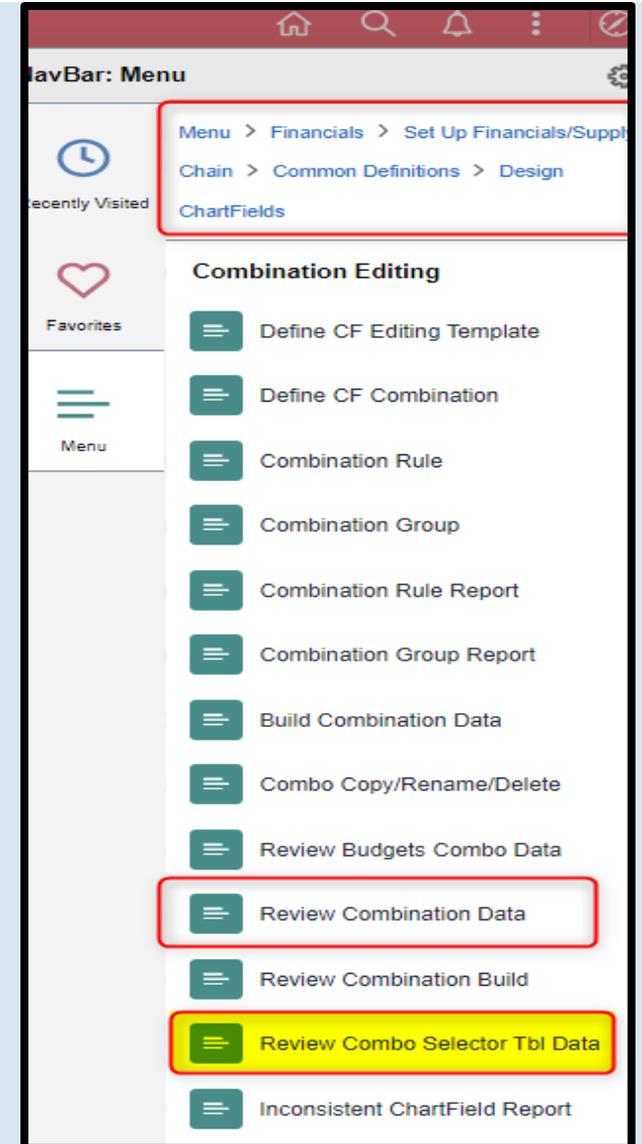
Cancel

# Combination Selector Table Data Page

Although some agencies use the *Review Combination Data* page, most agencies use the *Review Combination Selector Table Data* page. To navigate to this page, use the **NavBar: Menu**, then:

1. Start from **Financials**.
2. Select **Set Up Financials/Supply Chain**.
3. Select **Common Definitions**.
4. Select **Design ChartFields**.
5. Select **Combination Editing**.
6. Select **Review Combo Selector Tbl Data**.

The *Review Combination Selector Table (Tbl) Data* page is near the bottom of the menu (below the *Review Combination Data page* option).



# Search Selector Table Data Page

Search for data by using the following fields:

- **Group:** Select group **AY/FND/PCA**.
- **Rule:** Select rule **AY/FND/PCA**.
- **Appropriation Year (AY):** Select **2023** to find current Chartfield data.

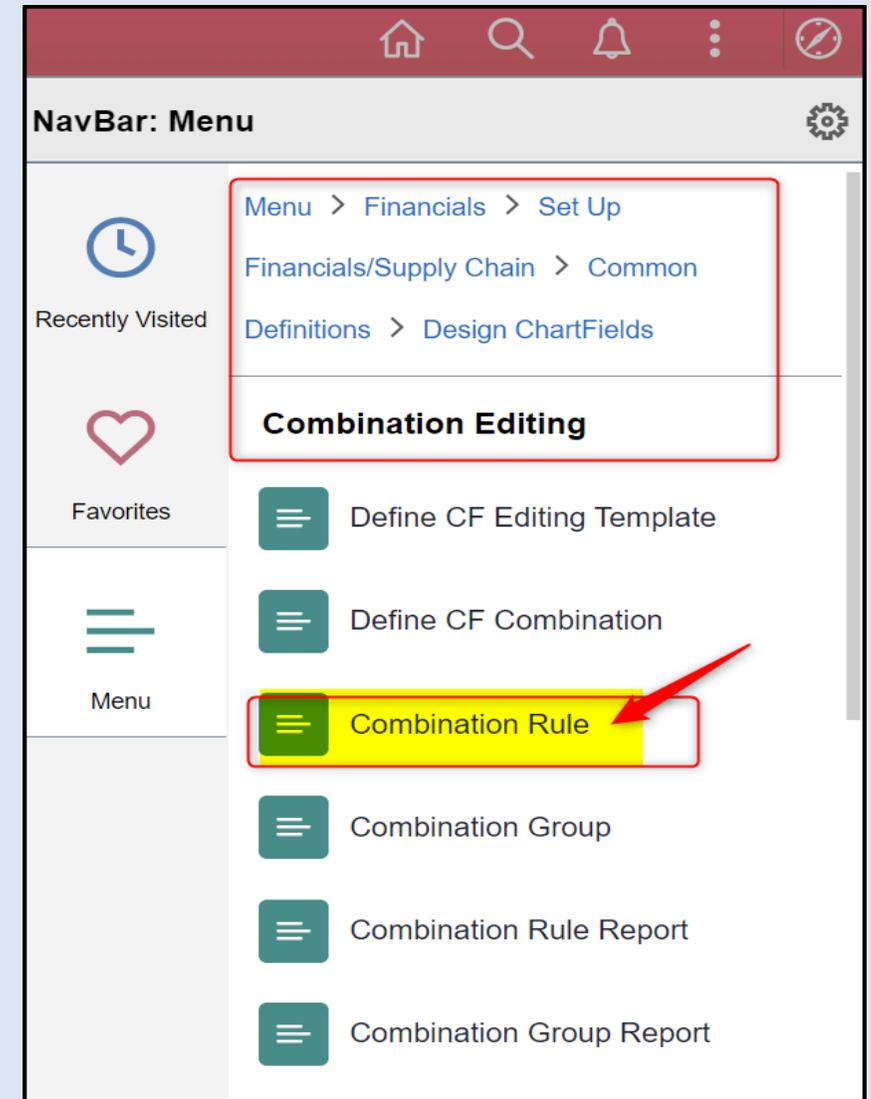
Select the **Search** button to view **Query Results**. The result of **No Data found** displays at bottom of the screen.

The screenshot displays the 'Review Combination Selector Table Data' interface. At the top, there is a red navigation bar with a back arrow and the text 'Employee Self Service' on the left, and 'Review Combination Selector Table Data' on the right. Below this, the main title 'Review Combination Selector Table Data' is centered. The search criteria are organized into several input fields: '\*SetID' (with a search icon), '\*Group' (containing 'AY/FND/PCA' and a search icon), 'Rule' (containing 'AY/FND/PCA' and a search icon), 'As of Date' (with a calendar icon), 'Business Unit' (with a search icon), 'Max Rows' (set to '25'), 'Appropriation Year' (containing '2023' and a search icon), and 'Fund Code' (with a search icon). There is also an 'Appropriation/PCA' field with a search icon. A 'View Chartfield Tree Effdt' checkbox is present and unchecked. A 'Query Results' section shows a yellow box with the text 'No Data found'. A 'Notify' button is located at the bottom left, and a 'Search' button is highlighted with a red box on the right side of the form.

# Navigational Path to the Combination Rule Page

From the **NavBar: Menu**, navigate to the **Combination Rule** page:

1. Start from **Financials**.
2. Select **Set Up Financials/Supply Chain**.
3. Select **Common Definitions**.
4. Select **Design Chartfields**.
5. Select **Combination Editing** menu.
6. Open the **Combination Rule** editing page.



# Search for Combination Rules

Select **Search** to search for the Combination Rules and select the **AY/FND/PCA** Combination Rule.

Combination Rule

Combination Rule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

SetID: = [input] [search]

Combination Rule: begins with [input]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) 1-2 of 2

Combination Rule	Description
AY/FND/PCA	Valid Fund & PCA combo per AY
REQ_FIELD	Required Field

[Find an Existing Value](#) | [Add a New Value](#)

# Chartfield Combination Tab Options

Select the **ChartField Combination** tab at the top of the page.

Select **View All** to view all Appropriation Years (*Anchor Chartfields*).

You can view all Fund Codes and PCA's if you select **View All** for the *Non-Anchor Chartfields* in that menu.

The screenshot displays the 'ChartField Combinations' tab in a software application. At the top, the 'ChartField Combinations' tab is highlighted with a red box and a red arrow. Below the tab, the interface is divided into two main sections: 'Anchor ChartFields' and 'Non-Anchor ChartFields'. Both sections have a 'View All' button highlighted with a red box and a red arrow. The 'Anchor ChartFields' section shows a list of 'Appropriation Year' with a 'View All' button. The 'Non-Anchor ChartFields' section shows a list of 'Fund Code' with a 'View All' button. The interface also includes a 'Sort Anchor' button, a 'Combination Rule' dropdown, and a 'Descr' field. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

# Appropriation Year 2023

Notice that the *Appropriation Year* for **2023** is not listed and needs to be added.

Select the plus sign **[+]** to add 2023 as a new appropriation year.

The screenshot displays the 'Combination Rule' configuration interface, specifically the 'ChartField Combinations' tab. The interface is titled 'Combination Rule' and shows the following details:

- Rule Definition:** SetID (blurred), Combination Rule: AY/FND/PCA, Descr: Valid Fund & PCA combo per AY.
- Sort Options:** Ascending (selected), Descending (unselected), and a 'Sort Anchor' button.
- Anchor ChartFields:** ChartField: Appropriation Year, Tree (input field), Level (input field), Seq: 1.
- How Specified:** Selected Detail Values (selected), Selected Tree Nodes (unselected).
- Chartfield values / Tree nodes:** A table with 5 rows for years 2018 through 2022. Each row has a search input, a '+' button, and a '-' button. The '+' button for 2022 is highlighted with a red box and a red arrow pointing to it.
- Non-Anchor ChartFields:** Non-Anchor ChartField: Fund Code, Tree (input field), Level (input field).
- How Specified:** Selected Detail Values (selected), Selected Tree Nodes (unselected).
- Chartfield values / Tree nodes:** A table with 1 row for '0001'. It has a search input, a '+' button, and a '-' button.

# Chartfield Combination Tab

Select the newly added **2023** appropriation year and select **Save** (at the bottom of the page).

This is also a good time to add any new **PCA** values for this **Combination Rule** edit.

The screenshot displays the 'Chartfield Combination Tab' interface. At the top, there are radio buttons for 'Ascending' (selected) and 'Descending', and a 'Sort Anchor' button. Below this is the 'Anchor ChartFields' section, which includes a search bar, a 'Tree' input field, and a 'Level' input field. The 'How Specified' section has two radio buttons: 'Selected Detail Values' (selected) and 'Selected Tree Nodes'. The 'Chartfield values / Tree nodes' table lists years from 2018 to 2023, with the 2023 row highlighted in red. The 'Non-Anchor ChartFields' section is also visible, with a search bar, 'Tree' input, and 'Level' input. The 'How Specified' section has two radio buttons: 'Selected Detail Values' (selected) and 'Selected Tree Nodes'. The 'Chartfield values / Tree nodes' table lists the value '0001'. At the bottom, there is a 'Save' button highlighted with a red arrow, along with other buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Node/Value		
2018	+	-
2019	+	-
2020	+	-
2021	+	-
2022	+	-
2023	+	-

Node/Value		
0001	+	-

# Reviewing Chartfield Combinations

There are other chartfield combinations that need to be reviewed and added.

You need to select the next arrow icon [▶] to view other **Combination Rule** edits.

Select the next arrow icon [▶] to select the next combination and select **View All** to view the valid appropriation years.

The screenshot displays the 'ChartField Combinations' interface. At the top, there are tabs for 'Rule Definition' and 'ChartField Combinations'. Below this, the 'SetID' is partially visible, and the 'Combination Rule' is set to 'AY/FND/PCA'. The description is 'Valid Fund & PCA combo per AY'. There are radio buttons for 'Ascending' (selected) and 'Descending', and a 'Sort Anchor' button.

The main section is divided into 'Anchor ChartFields' and 'Non-Anchor ChartFields'. The 'Anchor ChartFields' section shows 'Appropriation Year' as the chartfield, with a 'Tree' field and 'Level' set to 5. The 'How Specified' section has 'Selected Detail Values' selected. The 'Chartfield values / Tree nodes' section shows a list with '2018' as the only entry. Navigation controls include a search icon, a dropdown showing '2 of 10', and a right arrow icon [▶] highlighted with a red box and arrow. A 'View All' link is also highlighted with a red box and arrow.

The 'Non-Anchor ChartFields' section shows 'Fund Code' as the chartfield, with a 'Tree' field and 'Level' set to 1. The 'How Specified' section has 'Selected Detail Values' selected. The 'Chartfield values / Tree nodes' section shows a list with '0942' as the only entry. Navigation controls include a search icon, a dropdown showing '1 of 2', and a right arrow icon [▶]. A 'View All' link is also present.

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The footer shows 'Rule Definition | ChartField Combinations'.

# Adding the AY to Combinations Edits

In this example, there are a total of 10 **Combination Rule** edits. Scroll through each of them by selecting the next arrow icon [▶].

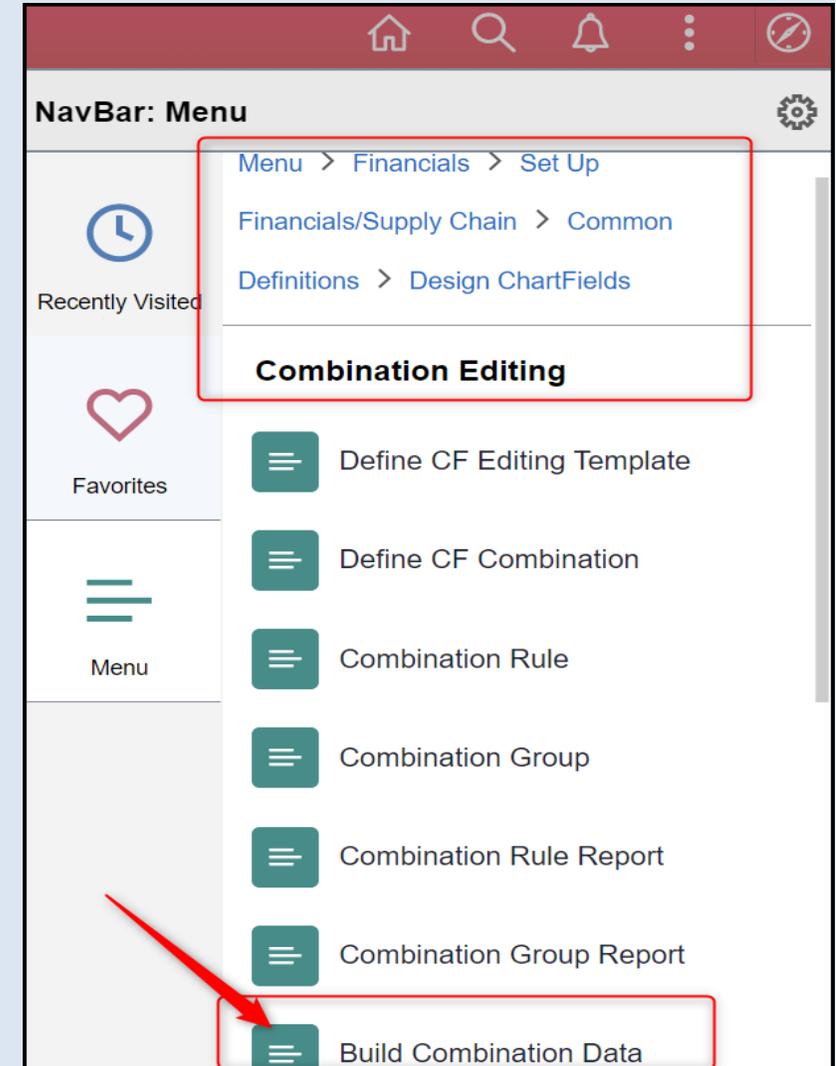
Type or select the appropriation year for **2023** and select **Save** (at the bottom of the page).

The screenshot displays the 'Combination Rule' configuration interface. At the top, there are sorting options: 'Ascending' (selected) and 'Descending', along with a 'Sort Anchor' button. Below this, the 'Anchor ChartFields' section is visible. It includes a search bar, a 'Tree' field, and a 'Level' field set to '5'. A pagination control shows '2 of 10' items, with a red box highlighting the 'Next' arrow icon. The 'How Specified' section has 'Selected Detail Values' selected. The 'Chartfield values / Tree nodes' table lists years from 2018 to 2023, with the '2023' row highlighted by a red box. Below this is the 'Non-Anchor ChartFields' section, which has a 'Fund Code' field and a 'Level' field. Its 'Chartfield values / Tree nodes' table shows a single entry '0942', also highlighted by a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

# Build Combination Data Page

From the **NavBar: Menu**, navigate to the **Build Combination Data** page:

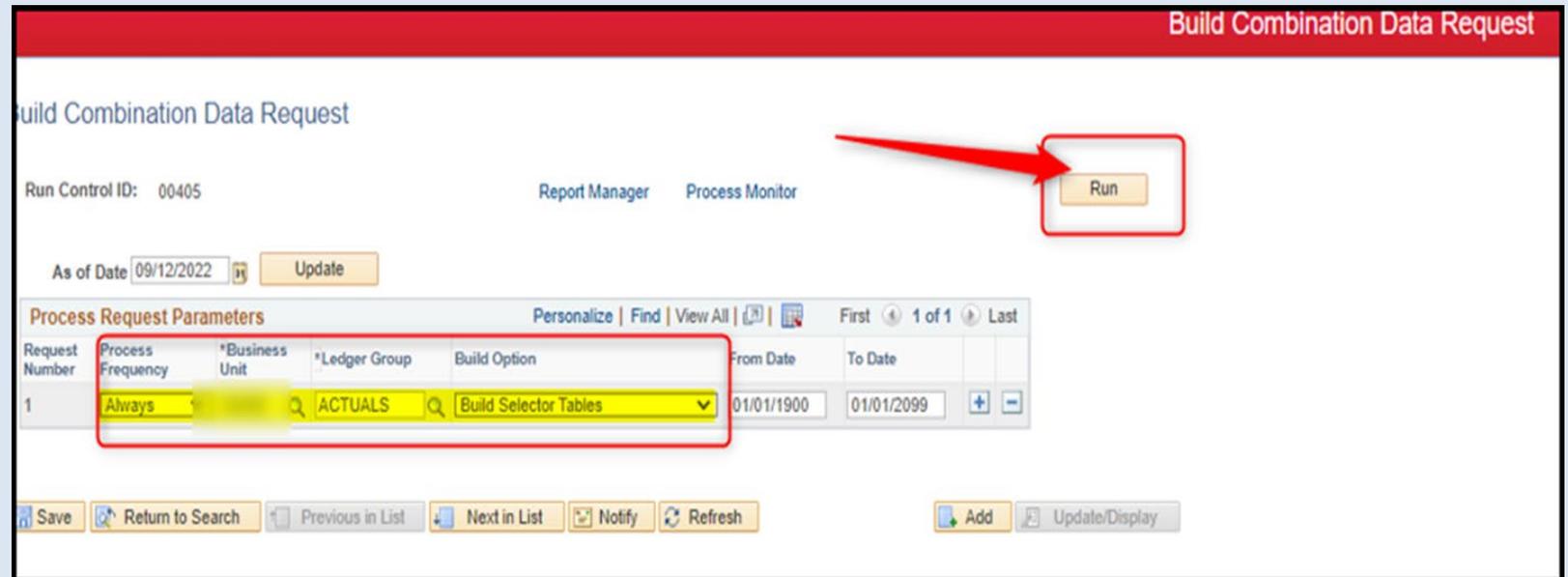
1. Start with **Financials**.
2. Select **Set Up Financials/Supply Chain**.
3. Select **Common Definitions**.
4. Select **Design Chartfields**.
5. Select the **Combination Editing** menu.
6. Open the **Build Combination Data** editing page.



# Build Combination Data Request Setup

To build a new combination data request:

- For the **Process Frequency**, select **Always**.
- For the **Ledger Group**, select **Actuals**.
- For the **Build Option**, select **Build Selector Tables** (some agencies need to use the **Build Table Data** option).
- Select **Run** (on the right).



Build Combination Data Request

Run Control ID: 00405 Report Manager Process Monitor

As of Date 09/12/2022 Update

Process Request Parameters Personalize Find View All First 1 of 1 Last

Request Number	Process Frequency	*Business Unit	*Ledger Group	Build Option	From Date	To Date
1	Always		ACTUALS	Build Selector Tables	01/01/1900	01/01/2099

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Run

# Process Scheduler Request

The *Process Scheduler Request* menu opens. Select **OK** to proceed with the **Combo Edit Build**.

Process Scheduler Request

User ID 00010023590 Run Control ID 00405

Server Name  Run Date 09/12/2022

Recurrence  Run Time 10:34:00AM

Time Zone

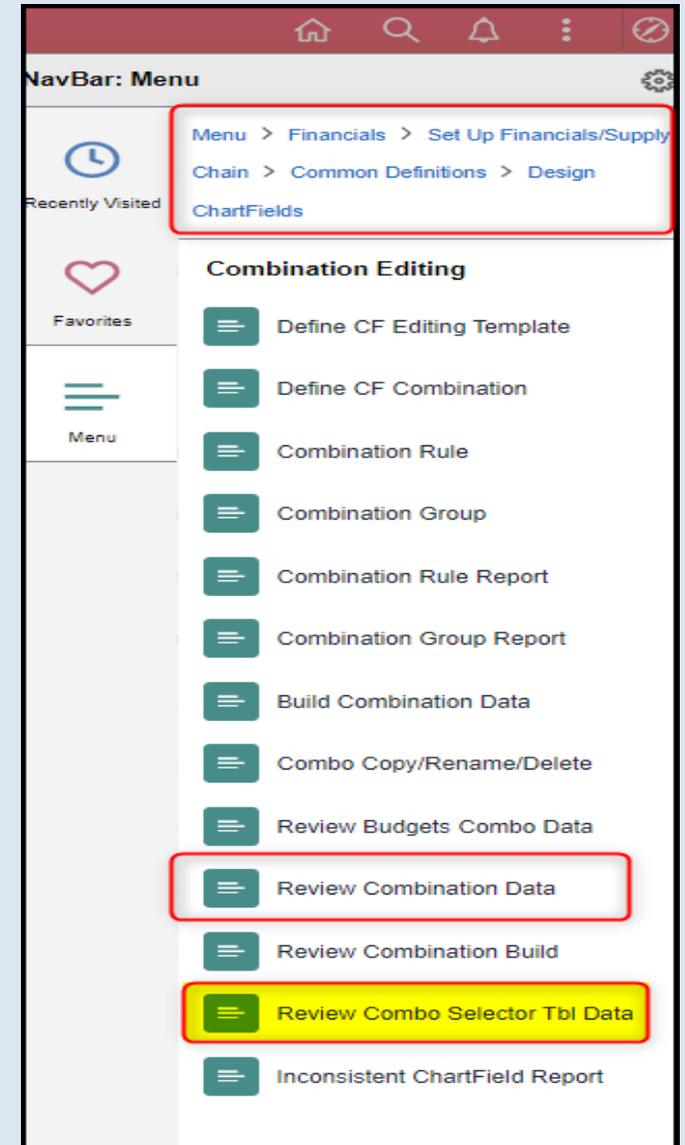
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS:FS Combo Edit Build	FS_CEBD	Application Engine	Web	TXT	Distribution

# Return to the Combination Selector Table Data Page

Once all changes are made, go back to the **Review Combination Selector Table Data** page.

**Reminder:** This page is located under the **Design Chartfields** menu by:

1. Opening the **Combination Editing** menu.
2. Selecting **Review Combo Selector Tbl Data** (near the bottom of the menu).



# Review New Combination Selector Table Data

1. Select the Group:  
**AY/FND/PCA**
2. Select the Rule:  
**AY/FND/PCA**
3. Select the Chartfield data to view: **2023**
4. Select **Search** (on the right of the screen).  
Results display below the criteria fields.

Employee Self Service | Review Combination Selector Table Data

Review Combination Selector Table Data

\*SetID: [ ] \*Group: AY/FND/PCA [ ] Rule: AY/FND/PCA [ ] As of Date: [ ] Business Unit: [ ] Search: [ ]

Max Rows: 25 Appropriation Year: 2023 [ ] Fund Code: [ ] Appropriation/PCA: [ ]

View Chartfield Tree Effdt

Query Results: 1 to 18 of 18

Combination Data

Rule	Seq	Budget Reference From	Budget Reference To	Fund Code From	Fund Code To	Class Field From	Class Field To
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	1	2023	2023	0001	0001		
AY/FND/PCA	5	2023	2023	0942	0942		

# Thank You!

Presented by CAPPs Production Support

For questions or suggestions on future User Group topics, contact [CAPPs.CGC.ba@cpa.texas.gov](mailto:CAPPs.CGC.ba@cpa.texas.gov)